

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING  
CLEARVIEW, 198 COUNTY DR, IN THE CHAPEL  
JUNEAU, WI 53039**

**October 4, 2017**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff  
Lisa Derr  
Jeff Duchac  
Dan Hilbert  
Tom Schaefer

**ALSO PRESENT:** James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator/Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Ann Schulz, Director of Nursing; Jackie Kuhl, Brain Injury Center Unit Coordinator; Jim Hill, Director of Environmental Services; Heather Ninmann, IID Household Specialist; Jessica Streat, Assisted Living Supervisor; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF SEPTEMBER 6, 2017 MEETING:** Motion made by Duchac to approve the September 6, 2017 Minutes; seconded by Schaefer. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Hilbert to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	25 of 30, with 1 discharge yesterday, 1 more discharge this week, with 7 possible upcoming admissions pending financial approval
Clearview:	123 of 130, with 2 admissions tomorrow, 1 discharge tomorrow
Clearview Behavioral Health 1/2/3:	20 of 30, with 1 discharge tomorrow, 5 upcoming assessments
ICF-IID (formerly FDD):	44 of 46, with 1 possible short-term admission
Trailview	3 of 4, 1 in the hospital
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	20 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Approval of Friends of Clearview Expenditures:** Motion by Schaefer to approve the requested expenditures in the amount of \$1,170.69; seconded by Hilbert. Motion carried.
- **Amendment to Bylaws ~ Friends of Clearview:** An Amendment to the Bylaws of Friends of Clearview was drafted by Dodge County Corporation Counsel Kim Nass and will be presented at the Friends of Clearview meeting on October 4, 2017. The Amendment allows for the addition of another Board member, bringing the total to 13 members, if passed by a 2/3rds vote of the current Board members. The proposed appointment of Kira Sheahan-Malloy as the 11<sup>th</sup> Board member of Friends of Clearview Board will then go before the Dodge County Chairman, and confirmed by the Dodge County Board of Supervisors, at its October 17, 2017 meeting.
- **Update: Siding / Skylight Project:** The skylight siding is in at East Side Lumber. Hill spoke with Lee Kaul, d/b/a Kaul Exteriors, who will coordinate the delivery time with East Side Lumber as they would like to be present when it arrives at Clearview. The project will start in the next couple of weeks and should take approximately one week to complete.
- **Update: Vehicle Sales / On-Line Auction ~ Jim Hill:** Jim Hill reported informed the Committee that the bidding for the two vehicles for sale (1999 Chevrolet Venture minivan and 2003 Dodge Ram) with Wisconsin Surplus Online Auction ended on October 2, 2017. The 1999 minivan sold for \$710.00 and the 2003 Dodge Ram sold for \$535.00.
- **Governor's Veto: Exemption from Nursing Home Bed Assessment:** Hooper discussed the Governor's vetoed budget provision that was passed by the full Legislature regarding the exemption from nursing home bed assessment. The Governor vetoed the provision that "creates an exemption for county-owned institutions for mental diseases and stated licensed nursing homes, which are not certified to participate in Medicaid and Medicare, from the nursing home assessment because the practice would violate a Centers for Medicare and Medicaid Services requirement that the assessment be "broad based" in design and is therefore now allowable."
- **Update: MatrixCare ~ Bill Wiley and Ann Schulz:**

**Clinical ~ Ann Schulz:** Staff have been in training for care planning; care plans will be entered late October or early November. Physician orders will be entered by mid-November, then medication administration will be started. Minimum Data Set ("MDS") training will be started by the end of November.

**Billing ~ Bill Wiley:** The facilities and payer sources are being "built" into the billing system. The next step is to identify/build the ancillary services (barber, beautician, dentist, etc.). After the clinical portion has been entered/completed, the Finance Department will begin training on Accounts Receivable slated to start in late November/early December. Claims training will begin in early January.
- **Update: Dean Contract:** The credentialing paperwork has been sent in to become an in-network provider – waiting to hear back from Dean.

- **Update: Optum/United Healthcare Contract:** An Application was initially submitted for the nursing home only, with the possibility of the Brain Injury Center applying as well – Clearview is waiting to receive a rate from Optum and then a contract. Optum/United Healthcare would like Clearview's Brain Injury Center to become Medicare certified.
- **Update: Veterans Administration Contract: On-Site Visit on September 13, 2017:** Veterans Administration personnel (clinical and environmental) were on-site at Clearview on September 13, as last step in the process of Clearview becoming certified to accept patients from the VA Hospital. The VA would also like Clearview's Brain Injury Center to become Medicare certified.
- **Clearview Behavioral Health III – Marsh Country Health Alliance:** Hooper updated the Committee that Clearview Behavioral Health III (ten beds) has been approved for licensure, lowering the nursing home to 130 beds. The application and creation of Clearview Behavioral Health IV (ten beds) will take place in 2018, which will lower the nursing home beds to 120.
- **Caregiver Career Program:** Hooper mentioned the Caregiver Career Program through the Wisconsin Department of Health Services ("DHS"). DHS has received federal approval to move forward with more than \$2.3 million to implement the program, which is designed to add up to 3,000 more nurse aides to the workforce, which is a high demand field. DHS is developing the program in partnership with nursing homes, LeadingAge Wisconsin, the Wisconsin Health Care Association, and the Wisconsin Technical College System. The program will offer training and testing at no cost to students, and also implements at \$500 retention bonus for nurse aides after six months on the job at a nursing home. Clearview will be signing up to participate in the program.
- **LeadingAge Fall Conference – Green Bay:** Hooper, Kurutz, Wiley, Schulz, and Strean attended the Fall Conference, "People with Purpose," in Green Bay and updated the Committee. They learned that the future is geared towards more home health care and less skilled nursing facilities.

#### **FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:**

**2018 Budget:** Wiley provided the Committee with an update of the 2018 budget. He mentioned to the Committee that the re-licensing of the beds from the nursing home to behavioral health will have a sizeable impact on revenue. He also stated that the Medicaid supplemental payments are expected to increase \$125,000 over 2017. The Marsh Country Health Alliance assessment will increase \$119,000 from 2017 to 2018. Private and commercial daily rates for the nursing home and IID facilities will increase 1.3% with behavioral health rates to increase between 1.6% and 6.3%. The Brain Injury Center rate will remain the same as 2017's.

Wiley reviewed the 2018 expense changes with the Committee. The wage scale adjustment has the greatest impact on the increase in expenses. He also mentioned that Workers' Compensation will see a \$70,000 increase in 2018 due to higher expenses in 2017.

Wiley stated that additional items are being charged to the specific household instead of to facility wide business units. Examples of these costs are medical consultants and minor capital items.

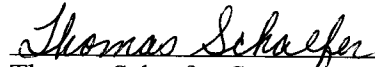
Additional expense items are building maintenance and equipment and the clinical/billing system subscription costs are areas that are increasing over 2017 estimates. Interest expense on the bonds are expected to decrease by \$125,000. Wiley also mentioned that the bad debt expense would remain at the same rate as in previous years, however, it would be budgeted based on historical trends instead of pro-rated by the volume of revenue by payer.

Finally, Wiley reviewed the capital items with the Committee. Standard items such as a transport van and IT equipment are budgeted. The data room fire suppression system and the crosswalk across County DF are included in the 2018 budget. Increases in resident care and building maintenance equipment were included in 2018's budget as these items have been placed on hold in earlier years due to low census.

10. **NEXT MEETING DATES:** *Wednesday, December 6, 2017, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Duchac. Meeting adjourned at 9:40 a.m.

Dated this 3<sup>rd</sup> day of November, 2017.

Respectfully submitted,

  
Thomas Schaefer, Secretary